



United States
Department of Agriculture

Office of the Chief Information Officer

DN 3300-009

Use of IT Restricted Space Including LAN Distribution Closets and
Telecommunications Rooms

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U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

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| DEPARTMENTAL NOTICE | | Number: 3300-009 |
| SUBJECT: Use of IT Restricted Space Including LAN Distribution Closets and Telecommunications Rooms | DATE: March 24, 2006 | |
| | OPI: Office of the Chief Information Officer, Telecommunications Management Division | |
| CODIFICATION/EXPIRATION: This Notice will expire one year from the date it is signed, unless rescinded or canceled earlier. | | |

1 PURPOSE

The purpose of this Departmental Notice (DN) is to provide guidance to US Department of Agriculture (USDA) Agencies and Staff Offices regarding the appropriate use and oversight of areas designated as Information Technology (IT) Restricted Space in the USDA Washington Headquarters Complex, to include Local Area Network (LAN) Distribution Closets.

2 SPECIAL INSTRUCTIONS

This DN replaces DN 3300-009 dated March 24, 2005 and will be incorporated in the Departmental Manual DM 3300 within the next six months.

3 POLICY

USDA Agencies and Staff Offices that share IT Restricted Spaces located in the USDA Headquarters Complex are individually and collectively responsible for ensuring that they remain safe and secure at all times. Roles and responsibilities as well as procedures for the accessibility and management of those spaces can be found in Section 7 of this DN.

4 BACKGROUND

It is necessary to ensure the safety and security of IT Restricted Spaces, specifically, telecommunications rooms, computer rooms and network operating centers. Disorder and unnecessary items, such as, trash, abandoned cabling, cleaning equipment, and surplus equipment are safety hazards. Also, unnecessary items interfere with installation, operation, and maintenance of the IT equipment. Therefore, it is necessary to keep IT restricted spaces cleared of unnecessary items.

Additionally, the IT Restricted Spaces must have climate control. Excessive clutter interferes with ventilation efforts.

5 SCOPE

This Notice applies to all USDA agencies, staff offices, programs, teams, contractors, consultants, and organizations engaged in the installation, operations and maintenance of telecommunications cabling infrastructure within the Washington DC Headquarters Complex.

Also, this Notice covers only the requirements for appropriate use of IT Restricted Space. The requirements for physical security and acquisition & management of telecommunications cabling are covered under separate standards as follows:

Physical Security – Draft Standard available through the Office of the Chief Information Officer/Cyber Security.

Acquisition & Management – Refer to DR 3300 –1, Telecommunications & Internet and Use, Appendix K, Building Telecommunications Cabling and Infrastructure.

6 DEFINITIONS

- a Cable Management System – An automated computer based system that provides and maintains up-to-date information on cabling within a building or group of buildings or on an entire site.
- b Computer Room – The physical space that houses any equipment or interconnected system or subsystems of equipment that is used in the automatic, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of electronic data or information.
- c Equipment rack – A framework, stand or grating typically used in telecommunications rooms and data centers to house rack mount patch panels, cable organizers, hubs, routers and other network equipment.
- d Information Technology (IT) Restricted Space – This refers to special use space in USDA facilities that houses web farms, computer or telecommunications equipment/devices: Local Area Network (LAN) distribution closets that house telecommunications equipment and cabling; and the general security employed surrounding these areas.
- e Network Operating Centers – A network center is an integrated collection of firewalls, switches, servers, backup libraries and other components that are precisely focused to develop and maintain a secure, scalable, and redundant web delivery infrastructure. Network centers provide high-speed access for Internet and Intranet users, robust security features, common web services, a dedicated operations staff and standard policies/procedures in the

delivery of web products and services.

- f Shared Room – A telephone room or telecommunications closet that houses equipment belonging to more than one agency and/or staff offices.
- g Telecommunications Room – An area within a building that houses telecommunications cabling and equipment used to support the transmission of telecommunications services. This room is also referred to as the telephone room or telecommunications closet.
- h Unnecessary items – Any item not required to deliver IT services. This includes trash, abandoned cabling, wire clippings, cleaning equipment, stored or surplus equipment, furniture, old files, books, and magazines, etc.
- i USDA Headquarters Complex – four buildings to include: Jamie L. Whitten Federal Building, 12th & Jefferson Drive, SW, Washington, DC 20250; South Building, 1400 Independence Avenue, SW, Washington, DC 20250; Yates Building 201 14th Street, SW, Washington, DC 20250; and the Cotton Annex Building, 300 12th Street, SW, Washington, DC 20250.

7 REFERENCES

OSHA Standard 1910.268, Telecommunications

International Code Council, 2003 International Property Maintenance Code

National Fire Protection Association, NFPA 75 – Standard for the Protection of Information Technology Equipment

National Fire Protection Association, NFPA 76 – Recommended Practice for the Fire Protection of Telecommunications Facilities

8 PROCEDURES

Requirements for the proper use of IT restricted spaces are as follows:

- a IT restricted spaces including LAN distribution closets shall be maintained in a neat, clean, and orderly manner.
- b IT restricted spaces including LAN distribution closets shall not be used as storage areas.
- c IT restricted spaces including LAN distribution closets shall have adequate climate control. Properly trained IT technicians will monitor closet climate conditions on a regular basis to ensure that each meets the specifications and requirements necessary to properly maintain the telecommunications equipment and cabling housed there.

- d Entrances and exits must be kept free of obstacles.
- e Adequate space shall be provided for the operation of equipment cabinet doors.
- f All equipment must be placed in equipment cabinets, racks, or wall shelves.
- g The primary occupant of the various telecommunications rooms in the four building Washington Headquarters complex shall be designated by the Office of Operations (OO), Design and Construction Division, Space Management Branch. In the event that the room houses equipment belonging to multiple agencies/staff offices, OO will make every effort to obtain joint agreement on the designation of the primary occupant or owner, but the ultimate designation authority is OO. The primary occupant or owner shall have the responsibility for appropriate installation and maintenance of the shared room, including the financial responsibility for keeping the room up to standard. The primary occupant or owner may make arrangements for reimbursement from joint occupants for their share of associated expenses. Each occupant of the room shall have equal access to the room.

9 INQUIRIES

Direct all questions concerning this notice to the Telecommunication Policy and Planning Division, Telecommunications Services and Operations, Office of the Chief Information Officer.